



Summer Youth Employment Program - 2017

Required Youth Documentation Checklist

The following is a list of documents that are required to determine program eligibility; applications are considered complete when all required documents are received:

- [TANF Youth Service Application](#)
 - [Pre-Employment Interest Questionnaire](#)
 - [Form W-4 \(2017\)](#)
 - [Form I-9 Employment Eligibility Verification](#)
 - [New York State 2017 Certificate of Exemption from Withholding \(IT-2104-E\)](#)
 - [Signed Consent for Release of Information Form](#)
- Working Papers are required for all youth ages 14-17, and they must be submitted with the application. ***Working Paper applications can be obtained at school and must be submitted through the school Guidance Counselor.***

Please complete all of the required forms and submit the entire packet to:

Erie County Social Services
Comprehensive Employment Division
290 Main Street - 10th Floor
Buffalo, NY 14202.

If you have any questions or need assistance in completing the forms, please call (716) 858-1053.

The deadline for submitting an application is Friday, June 2, 2017